



**Scott Walker, Governor**  
**Dave Ross, Secretary**

## Elevator Inspector License

**Your application will not be processed or will be delayed unless you:**

- [ ] 1. Complete the application including signing and dating the first page.
- [ ] 2. Write in your social security number.
- [ ] 3. Attach the specified documents listed on this application.
- [ ] 4. Attach the specified fee listed on this application.
- [ ] 5. Make a photocopy of the completed application for your records.

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.

<b>Applicant Information</b>	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date (mo/day/yr)

**Send application and payment to:** DSPS Trades Credentialing, PO Box 78780, Milwaukee, WI 53293-0780.

**Office location:** DSPS Trades Credentialing, 1400 East Washington Ave., Madison, WI 53703

**All other correspondence:** DSPS Trades Credentialing, , PO Box 7082, Madison, WI 53707 Phone: 608-266-2112. TTY: Contact through Relay or [DspsSbCredentialing@wi.gov](mailto:DspsSbCredentialing@wi.gov).

**Credential Fee (nonrefundable): \$135.00**

**class code 8260**

Make checks payable to: State of WI – DSPS. The fee consists of a license fee of \$120 and an application fee of \$15. The credential will be effective for four years from the date of issuance.

**Reason for Credential:** A person who holds a credential issued by the department as a licensed Elevator Inspector may administer and enforce the provisions of SPS 318 as an authorized representative of the department or a municipality.

**Requirements of Credential:** A person who inspects elevators as a certified Elevator Inspector shall

- Maintain a record of the inspections made including the dates and the findings of the inspections;
- Provide a copy of the inspection record to the elevator owner or his or her agent; and
- Make available to the department upon request inspection records.
- Maintain his or her ASME QEI-1 certification.

**Are you a Veteran?**

If yes, please answer the following questions to see if you qualify for a fee waiver or equivalency for this credential.

**1. Are you requesting a waiver of your initial credentialing fee?**

- ☐ Yes Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code: \_\_\_\_\_
- ☐ No Submit the fee of \$135.

**2. Are you requesting equivalency of your military training and experience?**

- ☐ Yes Provide copies of your service school academic reports, certificates of training, or training documentation signed by your unit's training NCO or any other relevant experience that would satisfy the requirements. You may attach a personal narrative to further explain why your education / training / experience in the military has helped you prepare for this profession.
- ☐ No Complete the requirements below.

**You may contact DVA at 1-800-WisVets or [www.WisVets.com](http://www.WisVets.com) for assistance in obtaining your DVA Voucher Code and/or documents related to your training and experience.**

**Qualifications for Credential:** A person applying for the Elevator Inspector credential shall submit evidence that the person holds a certification as an American Society of Mechanical Engineers (ASME) for the Qualification of Elevator Inspector (QEI-1).

**Attach to this form a photocopy of your current ASME QEI-1 elevator inspector certificate.**

**Education Hours Required to Renew:** The renewal of a certification as an elevator inspector shall be contingent upon obtaining at least 24 hours of acceptable continuing education **three months** prior to the expiration date of their credential, which is four years after the start date of your credential.